



Michael E. Christensen
Director

John L. Fellows
General Counsel

Opening for **Legislative Secretary**

Utah Legislature
Office of Legislative Research and General Counsel

Deadline for Applications: Noon, December 5, 2014

The Office of Legislative Research and General Counsel, a nonpartisan office serving the Utah Legislature, is seeking a full-time Legislative Secretary. Applications will be accepted until noon on December 5, 2014.

In addition to demonstrating a high degree of flexibility and diplomacy in a professional environment, applicants must have a variety of skills:

- Excellent oral and written communication skills
- Editing and proofreading skills
- Computer skills, including Word, PowerPoint, and Adobe Pro
- Organizational skills as required to prioritize workflow and meet established deadlines

Responsibilities in this position will include the following:

- Working within teams of policy analysts and attorneys
- Interacting with legislators, employees of the executive and judicial branches, and the public
- Preparing documents for and attending legislative meetings
- Preparing minutes of legislative meetings
- Editing and proofreading legislation
- Maintaining and organizing files in both written and electronic form
- Answering phones

Salary is negotiable. Compensation includes comprehensive health, dental, and retirement benefits.

Please send a cover letter and resume to

Lori Rammell
Legislative Secretary Supervisor
W210 House Building
PO Box 145210
Salt Lake City, Utah 84114-5210
lrammell@le.utah.gov

Utah State Capitol Complex
House Building, Suite W210
PO Box 145210
Salt Lake City, Utah
84114-5210
Phone (801) 538-1032
Fax (801) 538-1712
www.le.utah.gov

Phone: (801) 538-1032